



City of Rialto

EMPLOYMENT OPPORTUNITY

POLICE OFFICER – LATERAL

Salary: \$4,289 - \$5,213/Month plus excellent benefits

Final Filing Date: Open until filled. A City application is required and may be obtained at Human Resources or by calling (909) 820-2540. Resumes may be attached to the City application but will not be accepted in lieu of a completed City application. Postmarks and faxes will not be accepted.

The Position: The successful candidate is a self-motivated team member who possesses a combination of excellent judgment, self-confidence, and a desire to serve the community. The successful candidate will be able to work effectively in the most stressful of situations. The ideal candidate will have outstanding analytical, communication (both oral and written), and interpersonal skills. Under general supervision, essential functions include, but are not limited to: performs a variety of peace officer duties in the enforcement of laws, the protection of persons and property, and crime prevention and suppression; performs assignment in specialized areas including motorcycle patrol, K-9 program, street crime prevention, gang suppression, community oriented police and related program areas; enforces state, local, and federal laws and ordinances; issues verbal warnings and citations; pursues and apprehends suspects; coordinates crime scene control and investigation activities; patrols a designated area of the City to ensure security of life and property, observes situations and deter or prevents the commission of crimes; enforces traffic and other laws and ordinances; responds to general public service and crime victim calls, traffic hazards, stray animal reports and related misdemeanors and felony incidents; deploys police dog to protect self and others as assigned; plans, executes, writes and serves search warrants; searches suspects, vehicles, residences and buildings for evidence, contraband, and lost or missing people; serves arrest warrants; makes arrest for crimes committed under penal and institute codes; performs booking procedures for new prisoners; contacts and interviews suspects and witnesses to gain additional information; processes and stores evidence and property found at various crime scenes; maintains records and enters data into computer as necessary; investigates traffic accidents and incidents; responds to calls; requests emergency services as required; provides traffic and crowd control; prepares a variety of reports and documents on assigned cases; prepares and maintains files; ensures documentation of all case activities; reviews and investigates reports relating to vehicle theft/accidents and cellular phone fraud; identifies locations of illicit drug use and sales; provides assistance in a variety of investigations relative to assigned area of responsibility including narcotics, crime suppression and theft; gathers information from witnesses and informants; interviews suspects; prepares reports and follow up on investigations; testifies in juvenile and civil courts and associated hearings; prepares and processes documents and reports as assigned; maintains and operates specialized police surveillance equipment including transmitters, radios, and cameras, and performs related duties and responsibilities as required.

Education, Experience and Requirements: Equivalent to a high school graduation or GED; some college level training in police science, criminal justice or a related field is desirable. Some law experience desirable. Must possess a valid California driver's license; must be able to meet pre-employment physical, psychological and background standards; must be willing to work evening, night, weekend and holiday shifts. **Must possess a California Basic P.O.S.T. Certificate.** *Knowledge of:* Basic law enforcement terminology and concepts; techniques for dealing with people of all socio-economic levels under hostile and emergency situations; safety practices and precautions pertaining to the work. *Ability to:* Observe and accurately recall places, names, descriptive characteristics and facts of incidents; remain calm and take appropriate action in tense situations; establish and maintain effective working relationships with those contacted in the course of work; read, interpret and apply complex laws, procedures and policies; make rapid, sound independent judgments within legal and procedural guidelines; prepare clear and concise reports, records and other written materials; understand and follow oral and written directions; learn the principles, practices, procedures, laws and ordinances, terminology and operation of equipment used in law enforcement and crime prevention and investigation.

Selection Process:

Phase I	Application Appraisal
Phase II	Oral Board Interviews

City of Rialto

Incorporated November 17, 1911, THE CITY OF RIALTO covers 28 square miles and currently has a population of approximately 95,000. Citizens enjoy the services of City-owned water, fire, and police departments, as well as community recreation facilities. Rialto provides shopping facilities and ample professional and banking services within an hour drive of Lake Silverwood, Big Bear Lake, Lake Perris and Lake Arrowhead, providing camping, skiing, boating and other recreational activities. Rialto is served by three major freeways'', I-10, I-15, and I-215, as well as State Highways 60 and 91.

EMPLOYMENT INFORMATION

HOW TO APPLY: Applications and information may be obtained from the Human Resources Office, 290 W. Rialto Ave., Rialto, CA 92376. Telephone (909) 820-2540. Job Hotline (909) 820-2640.

APPLICATIONS: Applications must be filled out completely and must clearly show that the minimum qualifications are met. Submitting an incomplete application may result in disqualification. All statements made on the application are subject to investigation and verification. Applications must be filed by the established deadline. Resumes may be attached to the completed application forms, but a resume will not be accepted in lieu of an official application form.

SELECTION: Those applicants who meet the minimum qualifications and appear to be among the best qualified will be selected as candidates for the examination. **Should a qualified individual with disabilities need reasonable accommodation in order to participate in the examination process, the City of Rialto must be notified no later than five working days of the scheduled examination date.** The Immigration Reform & Control Act of 1986, requires that all employers examine specified documents and verify that all employees hired after November 6, 1986, are either United States citizens or aliens legally permitted to work in the United States. Any offer of employment extended to an applicant is contingent upon the applicant providing the appropriate

Documents prior to commencement of employment.

EMERGENCY SERVICE: All City employees are required to perform assigned Emergency Service duties in the event of an emergency or disaster.

EMPLOYMENT STANDARDS: *Employment with Rialto is contingent on meeting the medical standards of the position. An employee must pass a pre-employment physical examination, including a reference and background check, loyalty oath, and complete a one year probationary period. (Safety employees-eighteen months.)*

AGENCY SHOP: Union dues or service fees are mandatory as a condition of employment for employees who are in classifications which are covered by Agency Shop provisions. Qualified religious objection can be accommodated.

EMPLOYMENT BENEFITS

VACATION with pay of 11 working days per year is granted the first through fourth years; 15 working days vacation in the fifth through tenth years; one additional day per year after the tenth year, up to a maximum of 20 working days per year.

TWELVE HOLIDAYS are observed each year, plus four floating holidays of employee's choice.

SICK LEAVE is accumulated at the rate of one day per month with no maximum amount of accumulation.

RETIREMENT benefits are provided to City employees by the Public Employee's Retirement System (PERS), at 2% at age 50 formula. The City pays the employee contribution towards PERS.

CAFETERIA PLAN City's contribution to the Cafeteria Plan is \$805.00 to go towards the employee's contributions for Health, Vision, and Dental insurance premiums for each employee of the unit. In January 2005 contribution will be \$855.00.

HEALTH INSURANCE is offered through PERS with several different plans to choose from and with the City paying a major portion of the premium for employee and dependents.

LIFE INSURANCE provides a \$50,000 double indemnity policy for employee plus dependent coverage (\$5,000 for spouse and \$1,500 for each child over six months; \$500 for each child under six months).

DENTAL INSURANCE is offered to employees by Delta Dental and Safeguard Dental.

DEFERRED COMPENSATION is available to those employees who wish to supplement their retirement income. Money may be deducted from their checks and placed in a security plan without paying taxes on the amount until it is withdrawn.

MERIT RAISES may be received in the form of salary increases four times within or in four years with the attainment of satisfactory work performance.

BILINGUAL PAY is paid to employees who successfully pass the bilingual proficiency examination for Spanish.

SPORTS CENTER usage has been made available; at no cost, to all employees as set forth in the usage guidelines. The facilities include weight room, racquetball and tennis courts, pool, sauna, and jacuzzi.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision in this bulletin may be modified or revoked without notice.

EQUAL OPPORTUNITY: The City of Rialto does not discriminate on the basis of race, religion, color, sex, age, ancestry, national origin, marital status, or disability. Equal employment opportunity will apply to all personnel actions, including, but not limited to, recruitment, selection, training, transfers, promotions, evaluation, compensation, discipline, layoffs, terminations and rehires.

City of Rialto

Human Resources

150 S. Palm Ave.

Rialto, CA 92376

(909) 820-2540

Job Hotline: (909) 820-2640